#### Temporary Assistance (TA) Applicant Assessment Instructions

This abbreviated assessment is completed by the Temporary Assistance (TA) applicant to assist in analyzing the current situation and determine actions to take while awaiting the decision of TA eligibility. The "full" Toolbox 2.0 Assessment is not required until or unless the applicant becomes a recipient.

The case managers or other staff person administering the "TA Applicant Assessment" is required to read the first paragraph to <u>all</u> applicants who are being served for Immediate Engagement (IE) and schedule a "next appointment" during the recipient phase. The applicant is required to fully complete this assessment and sign it to be in compliance with IE.

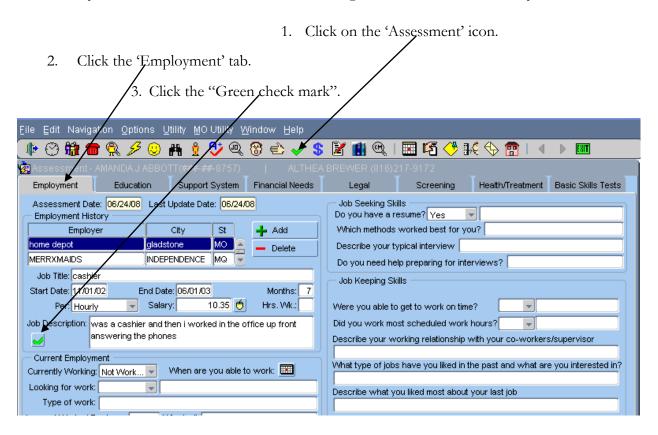
This abbreviated assessment will also require less recording in Toolbox 2.0. However, the following information regarding the applicant's current status must still be completed (if applicable):

- Employment
- Education
- Childcare
- Transportation
- Domestic Violence Restriction

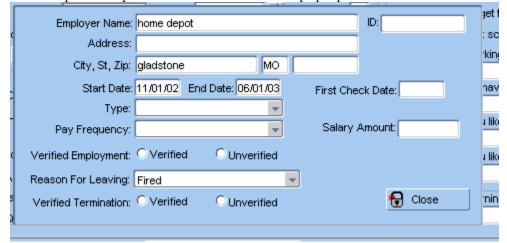
After the "TA Applicant Assessment" is completed, it must be signed by the TA applicant. A copy is given to the applicant and the original is retained in the "hard" file.

#### **Toolbox 2.0 Instructions**

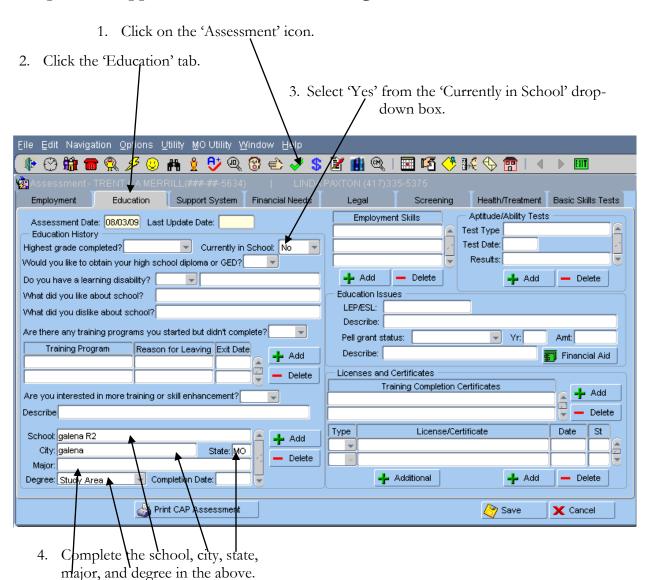
If Question #1 "Do you have a job?" and/or if Question #2 "Do you get paid for work you do?" is answered "Yes", complete the 'Work History':



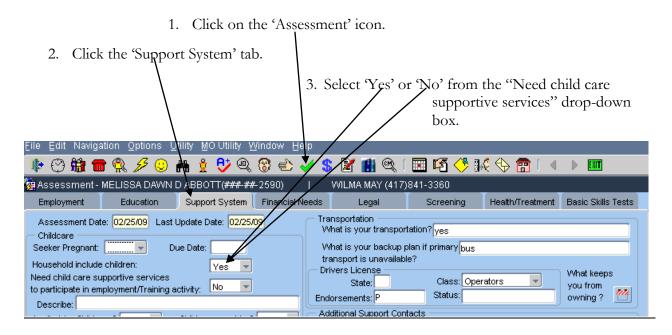
4. Complete the pertinent information in the pop-up box.



## If Question #3 "Are you going to school or training?" is answered "Yes" complete the applicable education or training information:

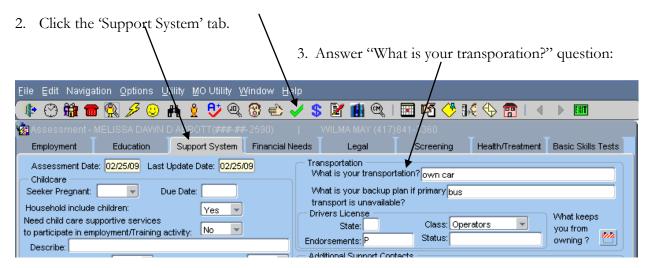


### If Question #4 "Do you have someone to watch your child(ren) if you go to work and/or school?" is answered "No" or "Yes" complete below:



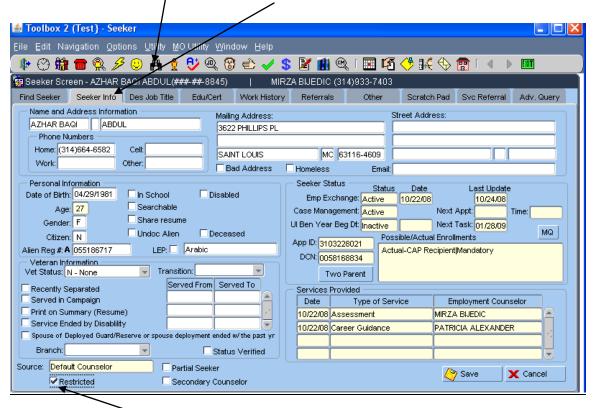
# If Question #5 "Do you have transportation to go to work and/or school" is answered "Yes" complete below:

1. Click on the 'Assessment' icon.



If Question #6 "Do you think participating in a work or educational activity could result in someone in your household becoming abusive or more abusive" is answered "Yes" complete below:

1. Click on 'Find Seeker' and 'Seeker Info' tab.



2. Click on 'Restricted' to send the 'Enters Domestic Violence' alert code to FSD.